



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Indiana School Superintendents
Indiana School Principals

FROM: Shawn Sriver, Director of Educator Licensing and Development

SUBJECT: April 4, 2008

DATE: Elimination of CPR-Heimlich Maneuver Requirement for Substitute Teachers

During the 2008 session of the General Assembly, the Legislature approved a bill to eliminate the requirement of CPR-Heimlich Maneuver certificate for all applicants seeking a substitute permit. This bill goes into effect on July 1, 2008; therefore, it is important to note that all applicants who apply for a substitute permit until June 30, 2008, will still be required to have CPR certification.

Recently, the Office of Educator Licensing and Development implemented the Teacher On-Line Licensing System (TOLS) for applicants seeking a substitute teaching permit. When the announcement was made, we also released a User's Guide for the system. Please note that this User's Guide will be valid through June 30, 2008. The change in the "CPR-Heimlich Maneuver" will require minor modifications to the TOLS system for substitute teachers and will generate an updated User's Guide, which will be sent in mid-June.

The CPR certification requirements for all other license applicants will remain the same.

Please let me know if you have any questions by contacting me at 317-232-9014 or at ssriver@doe.in.gov. If you have general questions regarding the CPR requirements, you may contact dpshelpdesk@doe.in.gov.